



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Cheryl Dinolfo
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: **ECONOMIC DEVELOPMENT SPECIALIST** (Provisional* Appointment)

SALARY: \$47,572 - \$61,140 annually

LOCATION: Monroe County Department of Planning and Development

JOB SUMMARY:

This is a professional position responsible for providing staff assistance for the County Economic Development Department. The work involves the marketing, origination, processing and ongoing maintenance of programs and incentives provided through the County's Economic Development Department. The position will, at a minimum, include direct contact with businesses and developers, and the employee will report directly to, and work under, the general supervision of, the Director of Economic Development. Supervision may be exercised over a subordinate staff. Does related work as required.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus two (2) years paid full-time or its part-time equivalent professional experience in financial or policy analysis, urban or community planning, or economic development; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree plus one (1) year experience as defined in (A); OR,
- (C) Any equivalent combination of education and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES
39 WEST MAIN STREET - ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: November 21, 2016

Posting Deadline: December 5, 2016

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.